

TROY MUNICIPAL CIVIL SERVICE COMMISSION

Minutes of Meeting November 19, 2014

Present: Chairperson Rauh, Commissioners Conroy and Scales, Executive Secretary Matthews
Guests: Kristen Miaski, Human Resources Director, TSD

Chairperson Rauh called the meeting to order at 9:01 A.M.

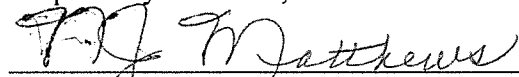
- 1) **Consider the minutes of the September 16, 2014 meeting.** Following review, on a motion by Commissioner Conroy, seconded by Commissioner Scales, approved, 3-0.
- 2) **Revise the eligible list for Police Sergeant due to a candidate's election to not use veteran's credits.** Following a motion by Commissioner Conroy, seconded by Commissioner Scales, all in favor, 3-0.
- 3) **Consider an MSD-222A to add five (5) additional positions (6 total) for Secretary I (TSD).** Kristen Miaski on behalf of the School District, gave a brief overview of the request for additional Secretary I positions, to replace the Typist title through attrition. On a motion by Commissioner Conroy, seconded by Commissioner Scales, all voted in favor, 3-0.
- 4) **Consider an MSD-222A to add two (2) additional positions (3 total) for Registration Clerk (TSD).** Director Miaski informed the Commission that the District requires additional personnel for the Registration Clerk position, to handle increased volume and duties. On a motion by Commissioner Conroy, seconded by Commissioner Scales, all voted in favor, 3-0.
- 5) **Establish an eligible list for four (4) years (City of Troy residency preferred) for Computer Support Technician (COT).** The Commission agreed to utilize the Rensselaer County list for Computer Technician I, but the information was not yet released by the County, so on a motion to table by Commissioner Conroy, seconded by Commissioner Scales, all voted to table, 3-0.
- 6) **Consider establishing the IT Qualifying Test waiver policy for any future candidates who have completed and passed the IT Qualifying Test portion that was prepared by the NYS Department of Civil Service using the same test plan as announced.** On a motion by Commissioner Conroy, seconded by Commissioner Scales, the IT Qualify Test waiver policy was established by a 3-0 vote.
- 7) **Consider granting the IT Qualifying Test Waiver policy to a candidate taking the Data Communications Analyst exam.** The Commission is awaiting an opinion by the NYS Department of Civil Service, and wishes to table the motion until a ruling is received. Following a motion to table by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 8) **Establish an eligible list for four (4) years for Programmer Analyst (COT).** On a motion by Commissioner Conroy, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 9) **Establish an eligible list for four (4) years for Assistant Operations Manager (COT).** On a motion by Commissioner Scales, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 10) **Consider an MSD-222A to add one (1) additional position for Public Housing Specialist (THA).** On a motion by Commissioner Conroy, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 11) **Consider a request by THA to use a superior list (Asset Manager) for an appointment to the title of Public Housing Specialist.** Following a discussion, the Commission advised the Housing Authority that it would require a written request by the employee in question that the appointment is acceptable. Minus the

employee request, any action should be handled administratively by the Authority. On a motion by Commissioner Conroy to table the request for use of the list, seconded by Commissioner Scales, all voted in favor, 3-0.

The next meeting is scheduled for **Tuesday, December 16, 2015, 9:00 A.M.**, in the Troy City Hall main conference room.

The meeting was adjourned at 9:25 A.M.

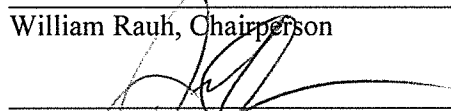
Respectfully submitted,



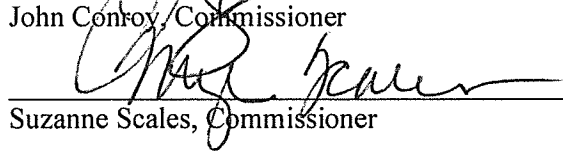
Nancy Matthews, Executive Secretary



William Rauh, Chairperson



John Conroy, Commissioner



Suzanne Scales, Commissioner